

Accessing Data & Reports in ACSIP (Indistar)

Using ACSIP to Enhance, Inform, & Enlighten

AAFC Fall Conference

September 23, 2016

Department of Education

Chante'le Williams





ACSIP Statewide Field Test

Supporting Arkansas Schools for Arkansas's Future



Powered by Indistar

Accessing Data & Reports

Using ACSIP to Enhance, Inform, & Enlighten

Let's Get Going:

The website has a corkboard background. At the top is a dark blue navigation bar with links: HOME, WHAT IS INDISTAR?, HOW TO USE INDISTAR, SUCCESS STORIES, EVENTS, PARTNERS, and CONTACT US. Below the navigation bar is a blue banner with the Indistar logo (a yellow star) and the tagline "Getting better together™". To the right of the logo is a brown box with the text: "Our goal: **Every** student learning. Adults driving the school's improvement for the sake of their own students and children." To the right of this banner is a blue button labeled "User Login" with a red arrow pointing to it from the text "Log in here!". Below the banner are three pinned notes: 1. "Back to School Checklist (for returning users)" with a list of 3 items. 2. "Helpful Hints" with a list of 5 items. 3. "Current Focus" with text about the Leadership Team and two links. At the bottom is a row of five circular icons: "What is Indistar?", "FAQ", "How to Use Indistar", "Training Modules", and "Indistar Success Stories".

HOME WHAT IS INDISTAR? HOW TO USE INDISTAR SUCCESS STORIES EVENTS PARTNERS CONTACT US

Indistar
Getting better together™

Our goal: **Every** student learning. Adults driving the school's improvement for the sake of their own students and children.

User Login

Log in here!

Back to School Checklist
(for returning users)

1. Update School Information such as Principal, Process Manager; & Team Members names and email addresses.
2. Schedule the first meeting of the school year & create an agenda. Be sure to include an overview for new team members, a review of the current plan, and time to check out new features.
3. Connect with your district and/or coach! Support and partnerships are crucial to successful school improvement!

Helpful Hints
New features, tips, and resources on using Indistar efficiently:

1. **NEW! Plan Management**
2. **Indicators in Action Indicators NOW!**
3. **Making Indistar Work for You (PDF)**
4. **State Resources Links**
5. **Indistar Connect**

Current Focus
Success Marker #1:
The **Leadership Team** meets regularly (typically twice a month) to review multiple data sources and assess and improve professional practice based on indicators.

[View All Success Markers](#)
[View Leadership Team Video](#)

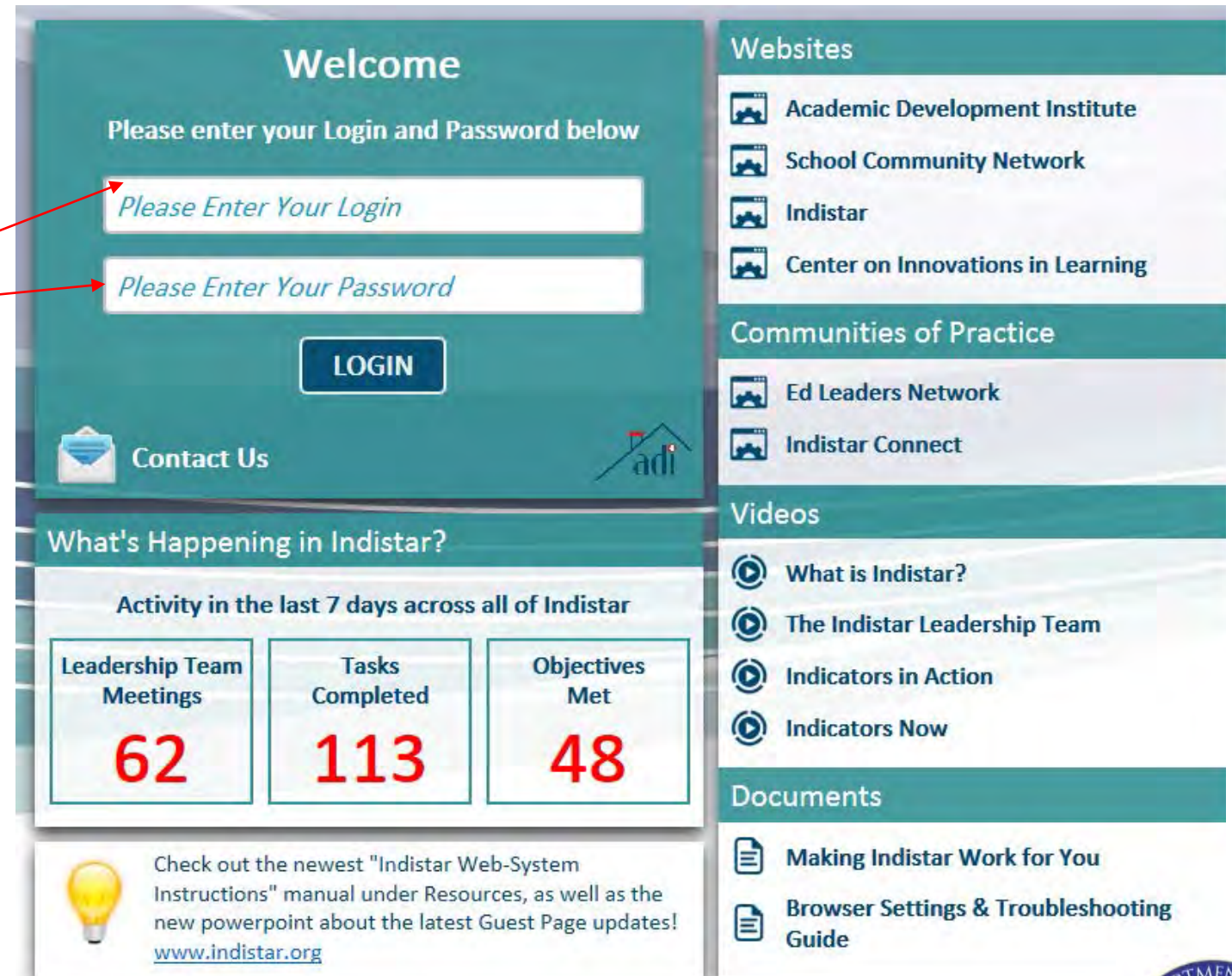
What is Indistar?
FAQ
How to Use Indistar
Training Modules
Indistar Success Stories

Getting Started...



Be sure to obtain the logins and passwords needed:

- ✓ district
- ✓ each school within the district (Principal / Process Manager)
- ✓ Internal/Local SIS



Accessing Reports

The screenshot shows the ACSIP Statewide Field Test dashboard. At the top, there is a header with the Arkansas Department of Education logo, the title 'ACSIP Statewide Field Test', and the tagline 'Supporting Arkansas Schools for Arkansas's Future'. Below the header, there is a navigation bar with links for 'Home', 'Complete Forms', 'Submit Forms/Reports', 'Docs & Links', and 'Coaching'. The main content area is titled 'Dashboard' and 'Arkansas TEST School District'. It features a 'Document Upload' button and a 'District Bulletin Board' section. A table titled 'My Online Tool(s)' contains two entries: 'District Success Indicators' and 'Celebrate and Share!'. A red arrow points to the 'District Success Indicators' link. The footer includes the Indistar logo, copyright information, and a small logo for the Arkansas Department of Education.

ACSIP Statewide Field Test
Supporting Arkansas Schools for Arkansas's Future

Powered by Indistar

Dashboard
Arkansas TEST School District

Document Upload

District Bulletin Board

Share this guest login with staff, school board, parents, and others
Guest Login - Password / guestdar1319 - guestdar1319

Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / LTD1319 - LTD1319

Home Complete Forms Submit Forms/Reports Docs & Links Coaching

My Online Tool(s)	Description
District Success Indicators	A framework where all district leadership teams will participate in a continuous cycle of assessment, planning, implementation, and progress tracking of research-based effective practice. Review Progress
Celebrate and Share!	Please share your success stories with us through amateur video, PowerPoint, Prezi, short stories, etc. All stories should be submitted to: chantele.williams@arkansas.gov . We can not wait to see the celebrations and success stories from the great state of Arkansas! ~ADE ACSIP Statewide Administrative Team~

Logout

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Click on *“District Success Indicators.”*

Accessing Reports

Arkansas ACSIP State Field Test
Main Menu

Arkansas TEST School District

Enter & keep your [district information](#) current
Enter & keep your [district team](#) information current

Navigation Toolbar

Plan Management

Assess
Team Assesses Indicators
Last Update: 09/07/2016
Progress: 4 of 35

Monitor
Team Monitors Progress
Last Update: 09/07/2016
Progress: 4 of 16

Create
Team Creates & Revises Objective Plans
Last Update: 09/07/2016
Progress: 16 of 30

Theory of Action

Activity in Last 90 days

Leadership Team Meetings: 0
Tasks Completed: 0
Objectives Met: 1

Snapshot

Celebration Report -> Celebrate Our Success!

Last login: 09/11/2016
Last coaching comment received: 01/30/2015
Last Leadership Team Meeting: 01/13/2016
Last Indicator assessed: 07/30/2015
Last Task added: 03/02/2016
Number of Objectives past due: 11 (view)
Number of Tasks past due: 18 (view)
Number of Tasks due in the next 30 days: 0 (view)
Where Are We Now?

Superintendent: Mr. John Harris - sbenedict@adi.org
Process Mgr: Mrs. Kay Simpson - kwoten@adi.org

Not Assigned - Coach, Consultant to District

**Schools shown in Red have responded to a Coaching Comment.
**Dates represented in this table reflect the last time information was updated.

School	Track	School Information	Demographics	Assessment	School Team	Assess	Create	Monitor
AR-test School 12345	SIG 1003g Online Tool	08/31/16	09/18/15	01/28/16	09/13/11	11/29/2011	09/13/2011	09/13/2011
AR-test School 12345	School Success Indicators	08/31/16	09/18/15	01/28/16	09/16/15	09/09/2016	09/09/2016	09/09/2016
AR-test School 12345	TEST SITE	08/31/16	09/18/15	01/28/16				
AR-test School 12345	Charter Schools - Forms Only	08/31/16	09/18/15	01/28/16				

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Select the *Navigation Tool Bar* located at the top of the screen.

Accessing Reports

Back to Main Menu Plan Management Assess Create Monitor Information Mission & Goals District Team Demographics Coaching Comments Team Agendas & Minutes Where Are We Now? Resources Worksheets Reports Budget

Close Toolbar

Activity in Last 90 days

Leadership Team Meetings 0 Tasks Completed 0 Objectives Met 1

Snapshot

Celebration Report -> Celebrate Our Success!

Last login: 09/12/2016

Last coaching comment received: 01/30/2015

Last Leadership Team Meeting: 01/13/2016

Last Indicator assessed: 07/30/2015

Last Task added: 03/02/2016

Number of Objectives past due: 11 (view)

Number of Tasks past due: 18 (view)

Number of Tasks due in the next 30 days: 9 (view)

Where Are We Now?

Superintendent: Mr. John Harris - sbenedict@adi.org

Process Mgr.: Mrs. Kay Simpson - lswooten@adi.org

Not Assigned - Coach, Consultant to District

*Schools shown in Red have responded to a Coaching Comment.

**Dates represented in this table reflect the last time information was updated.

School	Track	School Information	Demographics	Assessment	School Team	Assess	Create	Monitor
AR-test School 12345	SIG 1003g Online Tool	08/31/16	09/18/15	01/28/16	09/13/11	11/29/2011	09/13/2011	09/13/2011
AR-test School 12345	School Success Indicators	08/31/16	09/18/15	01/28/16	09/16/15	09/09/2016	09/09/2016	09/09/2016
AR-test School 12345	TEST SITE	08/31/16	09/18/15	01/28/16				
AR-test School 12345	Charter Schools - Forms Only	08/31/16	09/18/15	01/28/16				

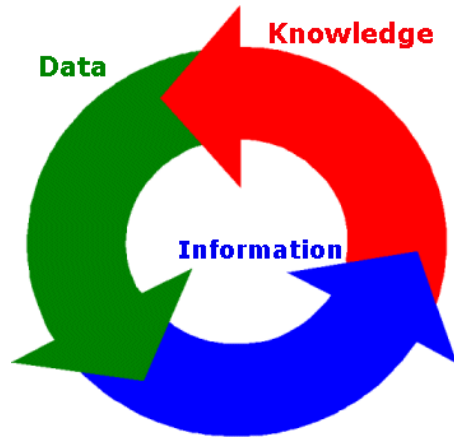
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adi

Select "Reports"
from the menu.

Report Options: *Live, Up To The Moment Data*



Arkansas Arkansas TEST School District
District Report Menu

+ Navigation Toolbar



General	District Information	This report holds registration information for the district, superintendent, and process manager.
	District Demographics	This report shows assessment information for state and standardized tests as entered by the district.
	District Team Members	Information pertaining to the members of the District Improvement Team including the superintendent, the process manager, and others chosen from the district or community to be part of the leadership team is displayed here.
Assess	List of Indicators Included in Plan	This report holds a list of all assessed indicators that will be included in your plan.
	Detailed Report of Assessed Indicators	This report shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.
	Flag to Reassess Report	This report will display all indicators that have been marked ready for reassessment, according to timelines specified by your state.
Plan	List of Objectives Included in Plan	Here you will find a list of all objectives included in the plan.
	Detailed Report of Objectives Included in Plan	This report holds a list of all objectives, the index score, target date, and team member assigned to it, as well as a description of what the fully implemented objective will look like.
Monitor	Tasks Report	The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.
	Progress Report	This report gives information about the created plan including the number and status of tasks for each objective, the assigned team member, as well as the target date for completion.
	Comprehensive Plan Report	This report shows detailed activity of the district team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation filtered by one month, three month, six month and twelve month time intervals.
last 3 months 6 months 12 months		
	12 Month Activity Report	A 12 month Report showing detailed activity of the leadership team's work on the action plan, including plans with tasks and indicators assessed as fully implemented or not a priority.
	Celebrate Our Success	This report shows indicators which have been determined by the Leadership Team to be fully implemented, either in the team's initial assessment or after meeting the objective for the indicator. These indicators are the school's norms, what is done routinely and with high quality.
	Accomplishments Report	This report shows indicators that were assessed as fully implemented or the objective has been met within the last year, the last two years, or the last three years. This report allows a school or district to show their achievements within those time periods.
in the last - 1 year 2 years 3 years		
	Indicator Checklist Report	This is a customizable report that allows one to choose individual indicators and displays all information for assessments, plans, and tasks for each indicator selected.
	Implementation and Monitoring Report	Here you will see a comprehensive list of only those indicators that were initially assessed as fully implemented or those indicators for which a plan has been created.
	Coaching Comments	This report displays the conversational tool designed for districts to receive and respond to helpful tips and comments from their coach.
	Where are we now?	This report gives an overview of the districts execution of its plan in graph form, as well as a list of fully implemented and completed indicators
	Summary Report	This report displays summary information such as the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, and forms submitted, as well as district leadership team information.
	Improvement Plan Report	This report is a minimized version of the Comprehensive Report, omitting the details of the tasks.
last 3 months 6 months 12 months		
	Mission and Goals	This report displays the Mission and Goals for the district.

General:



[District Information](#)

This report holds **registration information** for the district, superintendent, and process manager.

[District Demographics](#)

This report shows **assessment information** for **state** and **standardized tests** as entered by the district.

[District Team Members](#)

Information pertaining to the **members of the District Improvement Team** including the superintendent, the process manager, and others **chosen from the district or community** to be part of the leadership team is displayed here.

Assess:



List of Indicators Included in Plan

This report holds a list of all assessed indicators that will be included in your plan.

Detailed Report of Assessed Indicators

This report shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.

Flag to Reassess Report

This report will display all indicators that have been marked ready for reassessment, according to timelines specified by your state.

Plan:



[List of Objectives Included in Plan](#)

Here you will find a **list of all objectives** included **in the plan**.

[Detailed Report of Objectives Included in Plan](#)

This report holds a list of **all objectives**, the **index score**, **target date**, and team **member assigned** to it, as well as a **description** of what the **fully implemented** objective will look like.

Monitor:

★ [Tasks Report](#)

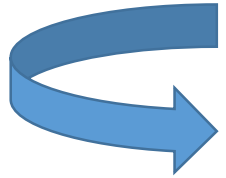
The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.

★ [Progress Report](#)

This report gives information about the created plan including the number and status of tasks for each objective, the assigned team member, as well as the target date for completion.

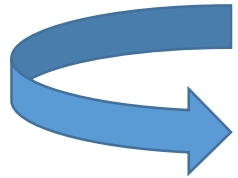


Monitor:



[Comprehensive Plan Report](#)

This report shows **detailed activity of the district team's work** on the **improvement plan** including assessments, plans, tasks, monitoring, and implementation **filtered by one month, three month, six month and twelve month** time intervals.



[12 Month Activity Report](#)

A **12 month Report** showing **detailed activity** of the **leadership team's work** on the action plan, including plans with tasks and indicators assessed as fully implemented or not a priority.



Monitor:



[Celebrate Our Success](#)

This report shows **indicators** which have been determined by the Leadership Team to be **fully implemented**, either in the team's initial assessment or after meeting the objective for the indicator. **These indicators are the school's norms**, what is **done routinely** and **with high quality**.

[Accomplishments Report](#)

This report shows **indicators** that were **assessed as fully implemented** or the **objective has been met** within the **last year**, the last **two years**, or the last **three years**. This report allows a school or district to show their achievements within those time periods.

Monitor:



[Indicator Checklist Report](#)

This is a **customizable** report that allows one to choose **individual indicators** and **displays all information** for assessments, plans, and tasks for each indicator selected.

[Implementation and Monitoring Report](#)

Here you will see a **comprehensive list** of **only those indicators** that were **initially assessed as fully implemented** or those **indicators** for which a **plan has been created**.

[Coaching Comments](#)

This report displays the **conversational tool** designed for **districts to receive** and **respond** to helpful **tips and comments** from their coach.

Monitor:



[Where are we now?](#)

This report gives an **overview** of the **districts execution of its plan** in graph form, as well as a **list of fully implemented and completed indicators**

[Summary Report](#)

This report displays **summary information** such as the number of **meetings** held, numbers of **indicators assessed and planned**, number of **coaching comments**, and **forms submitted**, as well as district **leadership team information**.

[Improvement Plan Report](#)

This report is a **minimized version** of the **Comprehensive Report**, omitting the details of the tasks.



Reports

- Assists leadership teams with making informed decisions based on current, really time data.
- Easy to access
- Specific data as it relates to accessing, planning, and monitoring
- Filter for a specific time period
- Much more!



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